

~~CONFIDENTIAL~~

LONG DISTANCE CALLS

1. The attached invoice contains an itemization of long distance calls for the period 25 January through 24 February 1954. Agency switchboard records are checked against the invoice submitted by the Chesapeake and Potomac Telephone Company prior to payment by the Fiscal Division.
2. Any discrepancies on the length of a long distance call are rectified in the Agency Telephone Section. Final payments are accepted by the Telephone Company, as per Agency records. The Agency makes no payment to the Telephone Company unless the item appearing on the invoice coincides with Agency records, excepting toll calls placed through the 9th level (dial 9). Toll calls that do not go through the Agency switchboard at present cannot be traced, checked and certified without compromising security. It is significant that a monthly average of seventy-five (75) personal toll calls placed through the Agency switchboard operator are transferred to the employees' home telephone for billing.
3. The attached invoice represents 1641 long distance calls totaling \$3,871.55. Thirty-seven (37) calls, amounting to \$36.15, were placed through the 9th level, by-passing the Agency switchboard.
4. Form No. 36-124, Telephone Toll Ticket, attached below, is used by Agency switchboard operators to record all toll calls placed through the Agency switchboard. Upon receipt of the invoice, the completed tickets are checked against the itemized invoice by the Telephone Section prior to forwarding the invoice to Fiscal Division for payment.

attachments to original only